DTR

Daily Time Record (DTR) is used by the system to generate the payroll. Each employee is provided with a calendar where DTR is kept. Only absences are recorded in the calendar.

To go to the DTR section
1. From the *App Center*, click the *Personnel App*;
2. At the *Navigation Panel*, click *Information.* Position the *highlight bar* to the *Employee's Name* where you want to record its *DTR;*
3. Then, back at the *Navigation Panel*, click *DTR*;
4. At the *CALENDAR* that showed up, click the **date** the employee was **absent**;
5. At the *Event Title*, mark or type *Absent*;
6. Click the command button *UPDATE*. At this instant, the *date* you've selected will be marked with *Absent*;
7. Repeat the same procedure for all the other employees.

Note: Accuracy in preparing this task is a must because payroll generation depends on this data.